

sportscotland

People Development Committee

- 1 The **sportscotland** People Development Committee has a role to oversee all aspects of the People Strategy.

Responsibilities

- 2 The duties of the Committee are to:
 - 2.1 monitor the implementation of the People Strategy and Action Plan, taking account of EDI, Culture and staff engagement.
 - 2.2 annual review of succession-planning arrangements for key staff, with a focus on the training and development opportunities, to help ensure the organisation has access to the appropriate level of skills, knowledge and experience to deliver against the Corporate Strategy.
 - 2.3 bi-annual review the Board skills matrix, ensuring it is reflective of the skills knowledge and experience to deliver against the Corporate Strategy and use this to advise the Chair regarding the focus for any Board recruitment through the Scottish Government's Public Appointments process.
 - 2.4 review the ongoing appropriateness and relevance of **sportscotland's** remuneration policy within the parameters set by the Scottish Government's Public Sector Pay Policy.
 - 2.5 review and note annually the remuneration trends across the **sportscotland** group.
 - 2.6 oversee any major changes in employee benefit structures throughout the **sportscotland** group and in doing so give due regard to legal and Scottish Government guidance.
 - 2.7 at least once a year, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

Membership

- 3 Members of the Committee are appointed by the Chair and **sportscotland** Board. The Committee is made up of at least four members, all of whom are independent non-executive directors.
- 4 The Chair and Deputy Chair will be appointed by **sportscotland** Board.
- 5 The quorum for the transaction of business of the Committee is at least three members, one of whom should be the Chair or Deputy Chair of the Committee.

Meetings

- 6 The Committee will meet four times a year. Other meetings will be held at such times as the Chair of the Committee or other members shall require.
- 7 Unless otherwise agreed, notice of each meeting, confirming the venue, time and date, together with an agenda of items to be discussed, will be forwarded to each member of the Committee and any other person required to attend, no later than two weeks before the date of the meeting. Supporting papers will be sent to Committee members and to others as appropriate, at the same time or as soon as practicable thereafter.

Attendance at Meetings

- 8 Only members of the Committee have the right to attend Committee meetings. However, other individuals and external advisers may be invited by members of the Committee to attend for all or part of any meeting as and when appropriate.
- 9 The Secretary will take Minutes of the proceedings and resolutions of all Committee meetings and these will include the names of those present and in attendance.
- 10 Minutes of Committee meetings will be circulated promptly to all members of the Committee and, once agreed, to all members of the Board, unless a conflict of interest exists.

Reporting

- 11 The People Development Committee Chair or Deputy Chair will report back to the **sportscotland** Board on its proceedings after each meeting. This will be facilitated by the inclusion of the Committee's minutes in the papers distributed to the next Board meeting.
- 12 The Committee will make whatever recommendations to the **sportscotland** Board it deems appropriate on any area within its remit, where action or improvement is needed.
- 13 The Committee will contribute to **sportscotland's** annual report in relation to the organisation's remuneration policy and practices.

Authority

- 14 The Committee is delegated by the Board to fulfil the responsibilities and duties set out in these terms of reference and is authorised by **sportscotland** to investigate any activity within these terms of reference and to seek any information or explanation from staff in respect of its enquiries. Requests for work and reports will be channelled through the Director of Operations.